



## **POSITION VACANCY – 2015-3**

January 16, 2015

Clerk's Office, United States District Court  
Eastern District of Washington  
**Spokane, Washington**

### **TERM LAW CLERK**

JSP Salary Range 11/1 - 13/10: \$58,562 - \$108,507

*Depending upon experience, qualifications and previous government service*

Application Closing Date: Friday, February 6, 2015

#### **INTRODUCTION**

The U.S. District Court for the Eastern District of Washington is currently accepting applications for a full-time *Term Law Clerk* position in the United States District Court in Spokane, Washington.

To apply for this position, send a cover letter, resume, law school transcript grades, writing samples (preferably drafted under a time constraint and without heavy editing), and three references which include names and phone numbers for direct contact by the Court to:

Human Resources Specialist  
Office of the Clerk, U. S. District Court  
Rm. 840 Thomas S. Foley United States Courthouse  
920 West Riverside Avenue - P.O. Box 1493  
Spokane, WA 99210

You may also email your application package (as one document in PDF format) to:

[HR@waed.uscourts.gov](mailto:HR@waed.uscourts.gov)

Please reference 2015-3 in the subject line and include your last name.

## **RESPONSIBILITIES AND DUTIES:**

Provides legal research and writing, primarily on civil cases with emphasis on Social Security appeals cases, and manages special projects and other administrative duties as needed. Drafts appropriate recommendations and orders for the Court's review. Reviews complaints, petitions, motions and pleadings that have been filed to determine issues involved and basis for relief. Maintains liaison between the Court and litigants; corresponds with other court officials and personnel. Evaluates procedures. Reviews docket of pending litigation to assure proper progress. Keeps Court advised of those cases where action by the Court is appropriate. Compiles statistics and prepares periodic reports, as required. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps abreast of changes in the law to aid the Court. Advises appropriate personnel on status of particular cases. Performs other duties as assigned.

## **QUALIFICATIONS**

To qualify for the position at the JSP 11, an individual must be a law school graduate. To qualify for the position at the JSP 12, an individual must be a law school graduate, be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction and have one year of post JD legal experience. To qualify for the position at the JSP 13, an individual must be a law school graduate, be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction and have two years of post JD legal experience.

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

Educational Requirement: A degree from a law school of recognized standing with high academic achievement is required.

## **EDUCATIONAL SUBSTITUTIONS FOR JSP GRADE 11**

Graduation and high academic standing from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools; or experience on the editorial board of a law review of such a school; or graduation from a law school on the approved list of the American Bar Association or American Law Schools with an LLM degree; or demonstrated proficiency in legal studies which, in the opinion of the Court is the equivalent of the above, is considered qualifying for grade 11.

## **PERSONAL CHARACTERISTICS**

Successful candidate should be mature, responsible, possess excellent organizational, administrative, project management and interpersonal skills, be a self-starter, maintain a professional appearance and demeanor at all times, be able to work harmoniously with others and communicate effectively, both orally and in writing. Computer literacy required. Experience working in a Windows environment a plus.

## **CONDITIONS OF EMPLOYMENT**

The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

All employees of the federal judiciary are “at will” employees in the Excepted Service. As such, employment may be terminated by either the employer or employee without cause.

The U.S. District Court requires employees to follow a code of conduct that is available upon request. **The final candidate will be subject to a background investigation.** Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

## **Benefits**

Benefits include 13-26 days of annual and 13 days of sick leave per calendar year, 10 paid holidays per year, pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care).

## **The Eastern District of Washington**

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND VALUES DIVERSITY IN THE WORKPLACE